

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

EXTENDED JOB VACANCY POSTING

POSTING NUMBER: HR-0010

ISSUE DATE: March 20, 2013

TITLE: Municipal Finance Auditor 3

CLOSING DATE: April 3, 2013

DIVISION/UNIT: Division of Local Government Services

LOCATION: 101 South Broad St, Trenton, NJ 08625 **SALARY RANGE:** P19: \$45,838.49 - \$64,723.10

POSITION(S): 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under close supervision of a Municipal Finance Auditor 1 or other supervisory official in the Division of Local Government Services, Department of Community Affairs, conducts audits and assists in the review of municipal audits; assists in the examination of municipal and county budgets and financial statements; does related work as required.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college with a Bachelor's degree, including and/or supplemented by twenty-one (21) semester hour credits in accounting

NOTE: Applicants who possess a valid certificate as a Certified Public Accountant or Registered Municipal Accountant issued by the New Jersey State Board of Accountancy are considered to have met the above education requirement.

EXPERIENCE:

One (1) year of experience involving municipal auditing, and/or municipal budgeting.

NOTE: Applicants who do not possess the Bachelor's degree but who do possess the twenty-one (21) semester hour credits in accounting may substitute the remaining education with experience as indicated above on a year-for-year basis.

License/Certifications/Transcripts: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0010
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer